



Baltimore County Government
Instructions for Completion of Employment Background Investigation Forms

Instructions: Print, complete, and sign the following documents and bring the forms with you to your Fingerprint appointment:

- 1) Noncriminal Justice Applicant's Privacy Rights;
- 2) Privacy Act Statement;
- 3) Employment Background Investigation Form;
- 4) Statement of Criminal Conviction, Probation before Judgment, or Pending Criminal Charge;
- 5) Livescan Pre-Registration Application either for **CHILD CARE** or the **BALTIMORE COUNTY OFFICE OF HUMAN RESOURCES**.

Required Documents:

Applicants will also need to bring the following documents and other information with them to the fingerprint appointment:

- Employment Background Investigation forms;
- Photo Identification;
- Information related to name changes; (such as marriage, divorce, etc.);
- Current and previous residence/address information.

You will **NOT** automatically be disqualified if you have a criminal conviction, guilty plea, Probation for judgment (PBJ), or finding of not criminally responsible (NCR). The factors that will be considered in making a determination about your suitability for employment include:

- The type of crime
- The frequency of violations and/or a pattern of offenses
- The time elapsed since the conviction or disposition
- The applicant's age at the time of conviction or disposition
- The duties of the job

We do not expect each and every applicant to have a perfect past. However, it is important for you to answer all questions thoroughly and provide complete and factual information pertaining to any conviction, guilty plea, probation before judgment (PBJ), finding of not criminally responsible (NCR), or pending charges. Failure to disclose the above information constitutes falsification of your application and will disqualify you from employment, regardless of the seriousness of the offense. You do not need to include expunged charges or juvenile charges.

Employment Background Application Form and Statement: If you are unsure about certain dispositions that may be in your criminal history record, you are advised to contact the court or courts where your information may be retained, or seek advice from the attorney who handled your case before completing the forms. Bring any other questions or concerns to your fingerprint appointment.

Convictions/PBJ/NCR/Pending Charges: If you have ever had any interaction with the criminal court system that resulted in a conviction, probation before judgment (PBJ) disposition, not criminally responsible (NCR) disposition, or a similar disposition in another state, it is imperative that you list each and every disposition in its entirety. You are also required to disclose any and all pending criminal charges.

Misdemeanor Citations/Criminal Citations: Even minor offenses will appear on your record as a conviction. You only need to report any citations where you were charged as an adult.



**Baltimore County General Government
Employment Background Investigation
Information Sheet for Applicants**

Applicants not currently employed by Baltimore County, who have received a conditional offer of employment, are required to be fingerprinted and undergo an employment background investigation **before** their first day of employment. The fingerprint process is required regardless of whether the applicant has been previously fingerprinted for another job, childcare, or any other reason.

Employment Background Investigation Forms Packet:

Within two weeks of applicants' conditional offer of employment they need to review and complete an Employment Background Investigation forms packet and schedule their fingerprint appointment. An Employment Background Investigation forms packet may also be obtained from the Baltimore County Government's Office of Human Resources.

Cost:

Free. There is no cost to applicants.

Where:

Baltimore County Public Safety Building
700 East Joppa Road
Towson, Maryland 21286

Directions:

From I-695 (Baltimore Beltway), take Exit 28 Providence Road. Bear right on the ramp onto Providence Road south. Travel approximately one mile and turn left at the Public Safety Building entrance on Providence Road. Free parking is available in the Public Safety Building lot, except in areas marked reserved.

Scheduling your appointment:

You are responsible for scheduling a fingerprint appointment with Baltimore County Government. Appointments take about 15 minutes. Plan to arrive **15 minutes before** your scheduled appointment.

NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below. All notices must be provided to you in writing.¹ These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, and Title 28 Code of Federal Regulations (CFR), 50.12, among other authorities.

- You must be provided an adequate written FBI Privacy Act Statement (dated 2013 or later) when you submit your fingerprints and associated personal information. This Privacy Act Statement must explain the authority for collecting your fingerprints and associated information and whether your fingerprints and associated information will be searched, shared, or retained.²
- You must be advised in writing of the procedures for obtaining a change, correction, or update of your FBI criminal history record as set forth at 28 CFR 16.34.
- You must be provided the opportunity to complete or challenge the accuracy of the information in your FBI criminal history record (if you have such a record).
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the FBI criminal history record.
- If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <https://www.fbi.gov/services/cjis/identity-history-summary-checks> and <https://www.edo.cjis.gov>.
- If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI by submitting a request via <https://www.edo.cjis.gov>. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)
- You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.³

¹ Written notification includes electronic notification, but excludes oral notification.

² <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

³ See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).

Noncriminal Justice Applicant's Privacy Rights Acknowledgment

I have read the Noncriminal Justice Applicant's Privacy Rights document.

Print Name

Signature

Date

Privacy Act Statement

This privacy act statement is located on the back of the FD-258 fingerprint card.

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

As of 03/30/2018

Privacy Act Statement Acknowledgment

I have read the Privacy Act Statement document.

Print Name

Signature

Date

“CHILD CARE FORM”

Livescan Pre-Registration Application

This form is only for applicants of the Department of Health, Social Services, Housing and Community Development and Recreation and Parks.

All other applicants should use the Office of Human Resources form.

Appointment Date:	Appointment Time:
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- Complete this form by typing or printing legibly.
- Complete all other forms associated with this packet and bring them to the appointment.
- Bring your completed forms and photo ID to your fingerprinting appointment.

REASON FOR REQUEST (FOR LIVESCAN OPERATOR)							
Fingerprint Process Type: Non-Federal Applicant User Fee (NFUF)							
Request Type: B-Child Care Full Background							
Position Applied for:			Agency:				
Reason Fingerprinted: Adam Walsh Act							
ORI #: MD004455Y			Agency Authorization #: 0800004715				
APPLICANT INFORMATION (FOR JOB CANDIDATE)							
Last Name:		First Name:		Middle Name:			
Social Security #:	Country of Citizenship:	Date of Birth:		Place of Birth (Country):			
Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> N/A		Hair Color:		Race/Ethnicity: <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Black <input type="checkbox"/> Native American <input type="checkbox"/> White <input type="checkbox"/> Other			
Height: ft. in.	Eye Color:	Weight: lbs.					
Street Address:				Unit #:			
City:			State:		ZIP Code:		
Phone Number:							
Email Address:							
Have you ever been convicted of a crime or on probation? <input type="checkbox"/> No <input type="checkbox"/> Yes			Do you have any pending charges? <input type="checkbox"/> No <input type="checkbox"/> Yes				
Driver's License Number:							

“BALTIMORE COUNTY OFFICE OF HUMAN RESOURCES FORM”

Livescan Pre-Registration Application

If you are applying to the Department of Health, Social Services, Housing and Community Development or Recreation and Parks, use the “Child Care” form.

All other applicants may use this form.

Appointment Date:	Appointment Time:
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- Complete this form by typing or printing legibly.
- Complete all other forms associated with this packet and bring them to the appointment.
- Bring your completed form and photo ID to your fingerprinting appointment.

REASON FOR REQUEST (FOR LIVESCAN OPERATOR)					
Fingerprint Process Type: Non-Federal Applicant User Fee (NFUF)					
Request Type: 7-Government Licensing of Certification					
Position Applied for:			Agency:		
Reason Fingerprinted: Baltimore County Office of Human Resources					
ORI #: MD920498Z			Agency Authorization #: 0900005466		
APPLICANT INFORMATION (FOR JOB CANDIDATE)					
Last Name:		First Name:		Middle Name:	
Social Security #:		Country of Citizenship:		Date of Birth:	
				Place of Birth (Country):	
Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> N/A		Hair Color:		Race/Ethnicity: <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Black <input type="checkbox"/> Native American <input type="checkbox"/> White <input type="checkbox"/> Other	
Height: ft. in.		Eye Color:		Weight: lbs.	
Street Address:				Unit #:	
City:			State:		ZIP Code:
Phone Number:					
Email Address:					
Have you ever been convicted of a crime or on probation? <input type="checkbox"/> No <input type="checkbox"/> Yes			Do you have any pending charges? <input type="checkbox"/> No <input type="checkbox"/> Yes		
Driver's License Number:					